



KSWebIZ Token Distribution Policy

The Kansas Immunization Registry (KSWebIZ) uses the RSA SecurID two-factor authentication system to ensure all logins are secure. This system requires that each person intending to access KSWebIZ be assigned a unique token, username, and PIN number.

Tokens require a user registration. In addition to a user registration, tokens require *a minimum of 10 business days* to process from the date of registration – *no exceptions*.

*Token cost is \$50.00/token and reflects the volume discount received by the Kansas Immunization Program, i.e., token prices will not exceed the associated cost incurred by the program. For questions regarding token payment please refer to the **KSWebIZ Token Payment Policy**.*

KSWebIZ DIRECT ENTRY TOKEN POLICY

- The Kansas Immunization Program will purchase tokens for NEW KSWebIZ providers
 - **VFC (Vaccines for Children) & School Module** providers will receive all tokens at no charge for the initial training/go live
 - Providers will have 90 days from Go-Live to add additional new end user tokens at no additional charge
 - **Non-VFC** providers will receive one complimentary token per physician that offers immunizations to their patients - additional tokens may be purchased at cost
- ***It will be the responsibility of the provider to cover the replacement cost associated with any tokens that are damaged or lost***
- **Providers will be responsible for the purchase of new tokens after the initial complimentary tokens expire**

KSWebIZ VACCINE ORDERING TOKEN POLICY

- The Kansas Immunization Program will cover the costs of only **TWO** tokens for each VFC provider that is accessing KSWebIZ for **vaccine ordering only** – renewals are included in this
- ***It will be the responsibility of the provider to cover the cost associated with any lost or damaged token***
- **Per VFC policy only the primary and backup VFC contacts will be allowed access to inventory and ordering in KSWebIZ.**

KSWebIZ DEFECTIVE/DAMAGED TOKEN POLICY

- The Kansas Immunization Program realizes that tokens can become defective or damaged
 - If you suspect your token is defective, please contact the KSWebIZ Help Desk 877-296-0464
 - The token will need to be mailed to our office (we suggest using a shipping method with tracking as your program is responsible for the token up until our program receives it)
 - Upon receipt, our program will determine if the token is, in fact, defective or damaged and make a decision regarding replacement
 - If the token is found to be damaged, it will be the responsibility of the provider to cover the replacement cost associated with a damaged or lost token

KSWebIZ LOST TOKEN POLICY

- It will be the responsibility of the provider to cover the cost associated with any lost token

****Please note: The Immunization Program may refuse access to KSWebIZ at any time.***